Naming Goals for a NASA Leadership Development Program

If you are participating in a NASA Leadership Development Program (e.g. NASA FIRST, SESCDP, or other developmental programs), you will need to add Program-specific goals to your IDP in addition to your job-specific goals. Follow the **naming conventions** outlined below when creating your goals, so that you and your Program Leaders can easily identify Leadership Development Program goals (and their related activities) when reviewing your IDP.

If your goal is competency-based, here's what to do:

STEP 1:   After you have run the keyword search and selected the competency on which you are basing your goal, click **Next**. (If you are changing the goal name after having created the goal, click **Edit** to the right of the goal name, on the IDP main page.)

STEP 2:   The **Goal Details** window displays. The **Goal Name** will default to the name of the competency, but that field is editable. Type the name of your Program in all capital letters before the competency name (e.g., NASA FIRST). When you are finished, click **Done**.

STEP 3:   The main page of your IDP displays. Your Program-specific goal is now appropriately named.

If your goal is non-competency-based, here's what to do:

STEP 1: On the **Choose Goal Type** screen, select **Other** then click **Next**. If you are changing the goal name after having created the goal, click **Edit** to the right of the goal name, on the IDP main page.
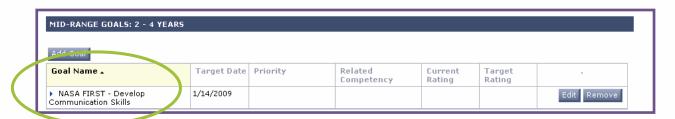
STEP 2: The **Goal Details** window displays with editable text fields. Type the name of your Program in all capital letters before the goal name (e.g., NASA FIRST). When you are finished, click **Done**.

* = Required Fields   Previous | Done | Save and Add Another | Cancel

Goal Details

Goal Type: Other
* Goal Name: NASA FIRST - Develop Communication Skills
Goal Description: Improve communication skills in the workplace, focus on presentation and business writing skills.
* Target Date: 1/14/2009
(MM/DD/YYYY)
Priority:

STEP 3: The main page of your IDP displays. Your Program-specific goal is now appropriately named.

MID-RANGE GOALS: 2 - 4 YEARS

Add Goal

Goal Name ▲	Target Date	Priority	Related Competency	Current Rating	Target Rating	.
▶ NASA FIRST - Develop Communication Skills	1/14/2009					Edit Remove

NOTE: You can have Program-specific goals and job-specific goals together under the same range (e.g., Mid-Range Goals: 2 - 4 Years). The only difference is how you name them.

MID-RANGE GOALS: 2 - 4 YEARS

Add Goal

Goal Name ▲	Target Date	Priority	Related Competency	Current Rating	Target Rating	.
▶ NASA FIRST - Develop Communication Skills	1/14/2009					Edit Remove
▶ Systems Engineering	1/14/2009		Systems Engineering (Level 1 Competency)		1	Edit Remove